

TIPS FOR SCANNING DOCUMENTS FOR FILING ON THE ELECTRONIC FILING SYSTEM

In order to minimize the size of scanned documents filed on the CM/ECF system, to conserve computer memory on your systems and ours, to reduce uploading time as well as downloading time, please be sure to set your scanner at the following settings:

Resolution = 200 DPI and
Image Type = black & white (NOT gray scale or color)

Listed below are general instructions for setting the Resolution and Image Type on a scanner:

- 1) Open Adobe Acrobat
- 2) Click File
- 3) Click Import
- 4) Click Scan
- 5) Make the appropriate changes
- 6) Close Adobe Acrobat